PART III - SCHOLASTIC ACHIEVEMENT

NOTE: This part is for the use of college students and graduates who may qualify for some GS-7 positions on the basis of undergraduate scholastic achievement, as provided in an open job announcement. *See the appropriate job announcement for complete requirements.* Proof of scholastic achievement under one of these provisions should not be submitted with your application, but will be required by the hiring agency at the time of appointment. If you do not wish to qualify on this basis or if you do not meet the scholastic requirements for the position, do not complete this part. In any case, **YOU MUST SIGN YOUR NAME AFTER THE CERTIFICATION STATEMENT AT THE BOTTOM OF PAGE 3.**

A. COLLEGE OR CLASS STANDING. Must be in upper third of your graduating class in the college or university, or major subdivision such as School of Engineering, School of Business Administration, etc.

<div align="center">

NUMBER IN CLASS _____   YOUR STANDING _____

</div>

Proof of class standing should be in the form of a statement in writing from the institution's registrar, the dean of your course of study, or other appropriate official. This statement of class standing must be based on a suitable measure of your academic performance, such as the results of a comprehensive examination or an overall faculty assessment, and must indicate the basis of the judgment. Class standing must be based on your standing in your college or university or the first major subdivision (e.g., the School of Business Administration, the College of Arts and Sciences, etc.). Subdivisions below this level, i.e., a single academic department within a large university, such as the English Department or the Accounting Department, are not recognized as major subdivisions for this purpose.

B. COLLEGE-GRADE POINT AVERAGE. Your grade-point average (GPA) should be recorded in the manner that is most beneficial to you, using one of methods below. Your grade-point average must be expressed in terms of a value on a 4.0 scale based on 4 years, the last 2 years, or courses completed in the major field of study.* If computing your GPA, indicate the method used and period covered by checking the appropriate boxes in item 2 *and* in item 3 below, and compute your average in the space provided below on this page.

1. GPA as recorded on final transcript _____ (Transcript must cover *at least* the last 2 years)

2. (Check One)   ☐ Average of undergraduate courses   ☐ Average in major field of study

3. (Check One)   ☐ At time of filing *   ☐ All 4 years   ☐ Last 2 years

* You may be rated provisionally eligible if you are a senior student, provided you have the required average in the junior year. You will be required to submit evidence at the time of appointment that you maintained the required average during your senior year.

In computing your grade-point average, round to the first decimal place, (e.g., 2.95 = 3.0 , 2.94 = 2.9, 3.45 = 3.5, etc.). If your college uses a different system, explain below, or on an attachment, how it compares with the grade-point average on a 4.0 scale:

If more than 10 percent of your courses were graded on a pass/fail or similar system rather than on a traditional grading system, you can usually claim credit under the scholastic achievement provision based only on class standing or membership in a national honor society. The exception is if you can document that only your freshman-year courses (25 percent or less of your total credit) were credited on a pass/fail or similar system.

NO. OF SEMESTER OR QUARTER HOURS AT 4.0 ("A")	_____	X	4	=	_____
NO. OF SEMESTER OR QUARTER HOURS AT 3.0 ("B")	_____	X	3	=	_____
NO. OF SEMESTER OR QUARTER HOURS AT 2.0 ("C")	_____	X	2	=	_____
NO. OF SEMESTER OR QUARTER HOURS AT 1.0 ("D")	_____	X	1	=	_____
NO. OF SEMESTER OR QUARTER HOURS AT 0.0 ("F")	_____	X	0	=	_____
TOTAL (1)	_____	**TOTAL (2)**			_____

COMPUTED GRADE-POINT AVERAGE _____
Total (2) divided by Total (1)

C. HONOR SOCIETY MEMBERSHIP. Must be one of the national scholastic honor societies meeting the minimum requirements of the Association of College Honor Societies (other than freshman scholarship honor societies).

Name of honor society and date you were elected to membership. _____